

Cleaning and Vacating Checklist - Tenant To Complete

Ray White Toowoomba Range has designed the following checklist as a guide to assist you when vacating the above premise. Please use this checklist in preparation of your move as it will assist you in completing your vacate to a satisfactory standard.

If the property is not left in the required standard upon vacating you will be allowed 24 hours to do the required work, or we can organize trades people to complete the necessary work and the cost will be charged to you

GENERAL CLEANING ITEMS	YES	NO	N/A	DATE
Ceiling/Light Fittings: To be clean, wipe out dead bugs, remove cobwebs, all light globes to be in working order.				
Walls & Skirtings - Wash all walls, remove hand prints/scuffs, areas around light switches and handles.				
Window Furnishings - All curtains and blinds are to be cleaned, washed or dry cleaned.				
Cobwebs to be removed from interior and exterior of premises.				
Air conditioners - Filters to be removed and cleaned, remotes to be in good working condition and clean.				
Mould - Any mould/residue around wet areas, walls, ceilings, windows to be removed.				
Furniture - Any soft furniture to be dry cleaned and all other furniture to be cleaned and in working condition.				
Carpets - Must be professionally cleaned and receipt handed in with vacating envelope.				
Goods - All personal belongings removed from the property.				
Windows & Screens - Glass to be cleaned inside and out. Screens to be replaced if damaged in any way.				
Window and door sills and window tracks to be cleaned.				
All hard floors to be swept and mopped (leaving no sticky residue).				
BATHROOM				
Shower to be cleaned, removing all mould/residue from screens, tiles, base and taps. Toilet to be cleaned thoroughly (remove toilet seat to do this, then put it back on). Clean cupboards inside and out. Clean basin and drain (removing any residual hair).				
KITCHEN CLEANING ITEMS				
Cupboards & Doors - Wipe over all surfaces to remove hand marks & food residue both Inside and outside.				
Oven, Stove & griller - Any drip trays and racks to be left free of grease, glass cook top to be cleaned with ceramic cook top cleaner (take care not to scratch surfaces).				
Whitegoods - Clean inside, outside and behind the refrigerator. Any lint in dryer to be removed regularly.				
Exhaust fans and filters - To be washed and de-greased.				
Sink and drains - Polish to high standard and remove any food residue.				
VERANDAH/PATIO				
Sweep and mop, clean railings and any glass and remove all cobwebs etc.				
External Lightings - Any spotlights, sensor lights, external garden lights to be clean and working upon vacate in line with condition at entry.				
GARAGE & EXTERIOR				
Driveways and Paths - De-grease all driveways, carports and all concrete areas to remove oil and grease.				
Garage doors & Gates - Lock garage doors and clean exterior of all doors to property, check for dents & wash fences/gates from debris.				
Wheelie Bins - Remove all Rubbish and wash out.				
Trees and hedges - All to be trimmed in line with condition at entry.				
Lawns & edges & weeding - All garden beds to be free of weeds, no lawn clippings to remain at property, no rubbish or personal belongings to remain at property. Any holes filled and grassed back to lawn.				
Animal faeces - to be removed from the property and Flea Treatment undertaken.				
Water Meter to be clean and free of debris for ease of reading and final water invoiced.				

PREFERRED TRADES

Any repairs and damages caused to the property by yourselves must be returned to the original state, as reflected by the entry condition report, at your expense. Following is a list of contractors our office recommends:

Use one of our recommended trade suppliers, to receive quality work that is guaranteed to avoid extra costs

Handyman	07 4638 5674	Marshall's Home Maintenance
Carpet Cleaning / Pest Control	07 4634 5222	Finesto Carpet and Pest Control
Bond Cleaning	0428 487 219 0435 974 077	"D" Cleaner Miss Prims Cleaning
Plumbing and Gas Fitting	0418 718 805	Craig Southey Plumbing
Glass Repair / Replacement	4639 4333	O'Brien Glass Industries
Grease Trap and Sullage	1800 685 130	Allied Waste Management
Electrician	4634 4944	Livewired Electrical
Lawn Mowing / Garden / Rubbish Removal	0431 449 528	Bucks' Cuts

	YES	NO
FINAL CHECKLIST		
<i>Note: Return all Items in to the office are to be accompanied by the appropriate Vacate Envelope</i>		
Have you returned to the office all of the keys and remotes to the property that were issued to you at the commencement of your tenancy in the Vacate Envelope Provided ?		
Have you provided evidence for professional steam cleaning of all carpeted areas? If unacceptable, you may have to pay for a second clean. Please make sure you use our preferred trades or ensure that you have a warranty of work undertaken		
If you have resided a pet at the property, ensure you have a Flea/Lice spray completed on the inside and outside of the property. Any odors caused by animals must also be treated. Any damage arising from this pet must be rectified in full. You must provide receipt of this to the office.		
Have you had the sullage/grease traps cleaned and provided receipt of this? <i>Note: Only if applicable.</i>		
Have you provided a pool report to the office? <i>Note: Only if applicable.</i>		
Have you disconnected your existing utilities at the property? Electricity Gas Phone Foxtel <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Have you re-directed your mail?		
Have you provided the office your actual forwarding address (for Bond Refund) and current contact numbers?		
Have you paid your rent to the required date? (if Leasebreak, your rent will continue until end of lease, or date new tenant lease		
Have you finalised any outstanding invoices? (i.e. water consumption, repairs, etc.)		
Cancel any automatic payment systems for your rent (or complete a Tenant Cancellation Form for Payment Gateway)		

**REMEMBER THE PREMISES WILL NOT BE CONSIDERED VACANT UNTIL ALL KEYS, REMOTES AND RECEIPTS HAVE BEEN RETURNED TO THE OFFICE.
RENT WILL BE CHARGED UNTIL KEYS REMOTES AND RECEIPTS ARE RETURNED**

Should you have any questions please do not hesitate to contact your property manager as we are happy to assist.

Thank-you for your cooperation!

Signature/s			
Tenant 1	Tenant 2	Tenant 3	Tenant 4